

**DEPARTMENT OF SOCIAL AND HEALTH SERVICES
HEALTH AND RECOVERY SERVICES ADMINISTRATION
Olympia, Washington**

To: All Providers

Memorandum No: 07-03

Re-issued: April 20, 2007

From: Douglas Porter, Assistant Secretary
Health and Recovery Services
Administration (HRSA)

For information, contact:

800.562.3022 or

<http://maa.dshs.wa.gov/contact/prucontact.asp>

Subject: National Provider Identifier (NPI) and Medicaid Provider Number field placement on the 1500 (version 08/05), UB-04, and ADA Dental Claim Forms

Effective on and after May 23, 2007, the Department of Social and Health Services (DSHS) will require all providers to submit both the National Provider Identifier (NPI) and Medicaid Provider Number on the following paper claim forms:

- 1500 Claim Form (version 08/05);
- UB-04 Claim Form; and
- 1994, 1999, 2002/2004, and 2006 ADA Dental Claim Forms.

DSHS will return to the provider – and will not pay – any claim on which the provider fails to include both the NPI and the Medicaid Provider Number.

Why is HRSA reissuing this memorandum?

HRSA has received feedback from dental providers regarding the original memorandum. As a result, HRSA is clarifying the provisions pertaining to the ADA Dental Claim Forms. These changes only affect dental providers.

1500 Claim Form (version 08/05)

Effective on and after May 23, 2007, HRSA will require all providers to submit both their NPI and Medicaid Provider Number on the 1500 Claim Form (version 08/05) in the fields listed below:

Billing Provider Number

Field number 33 A – NPI

Field number 33 B – Medicaid Provider Number

Note: HRSA will return the 1500 Claim Form (version 08/05) to the provider – and will not pay the claim – if the provider fails to include both the NPI **and** the Medicaid Provider Number on the claim.

Shading indicates new text

1500 Claim Form (version 08/05) Continued

If the claim requires a rendering and/or referring provider to be identified, that information must be submitted in the following fields:

Rendering Provider Number

Field number 24 J – NPI (lower field)

Field number 24 J – Medicaid Provider Number (upper field)

Referring Provider Number

Field number 17 A – Medicaid Provider Number

Field number 17 B – NPI

To view a draft of the new 1500 Claim Form (version 08/05) go to:

<http://www.nucc.org/content/view/12/35/>.

UB-04 Claim Form

Effective on and after May 23, 2007, HRSA will require all providers to submit both their NPI and Medicaid Provider Number on the UB-04 Claim Form in the fields listed below:

Billing Provider Number

Field - Form Locator 56 – NPI

Field - Form Locator 57 A – Medicaid Provider Number

Note: HRSA will return the UB-04 Claim Form to the provider – and will not pay the claim – if the provider fails to include both the NPI **and** the Medicaid Provider Number on the claim.

If the claim type requires an attending, operating and/or other provider to be identified, that information must be submitted in the following fields:

Attending Provider Number

Field - Form Locator 76 NPI – NPI

Field - Form Locator 76 QUAL – Medicaid Provider Number

Operating Provider Number

Field - Form Locator 77 NPI – NPI

Field - Form Locator 77 QUAL – Medicaid Provider Number

Other Provider Number

Field - Form Locators 78 and 79 NPI – NPI

Field - Form Locators 78 and 79 QUAL - Medicaid Provider Number

To view a draft of the new UB-04 Claim Form, go to:

http://maa.dshs.wa.gov/download/sample_UB-04_Claim_Form.htm.

2006 ADA Dental Claim Form

Effective on and after May 23, 2007, HRSA will require all providers to submit both their NPI and Medicaid Provider Number on the 2006 Dental Claim Form in the fields listed below:

Billing Provider Number

Field number 49 – NPI

Field number 52A – Medicaid Provider Number

Note: HRSA will return the 2006 ADA Dental Claim Form to the provider – and will not pay the claim – if the provider fails to include both the NPI **and** the Medicaid Provider Number on the claim.

If the claim type requires a rendering provider to be identified, that information must be submitted in the following fields:

Rendering Provider Number

Field number 54 – NPI

Field number 58 – Medicaid Provider Number

2002/2004 ADA Dental Claim Form

Effective on and after May 23, 2007, HRSA will require all providers to submit both their NPI and Medicaid Provider Number on the 2002/2004 Dental Claim Form in the fields listed below:

Billing Provider Number

Field number 49 – NPI

Field number 35 – Medicaid Provider Number

Note: HRSA will return the 2002/2004 ADA Dental Claim Form to the provider – and will not pay the claim – if the provider fails to include both the NPI **and** the Medicaid Provider Number on the claim.

If the claim type requires a rendering provider to be identified, that information must be submitted in the following fields:

Rendering Provider Number

Field number 54 – NPI

Field number 35 – Medicaid Provider Number

1999 ADA Dental Claim Form

Effective on and after May 23, 2007, HRSA will require all providers to submit both their NPI and Medicaid Provider Number on the 1999 ADA Dental Claim Form in the fields listed below:

Billing Provider Number

Field number 44 – NPI

Field number 61 – Medicaid Provider Number

Note: HRSA will return the 1999 ADA Dental Claim Form to the provider – and will not pay the claim – if the provider fails to include both the NPI **and** the Medicaid Provider Number on the claim.

If the claim type requires a rendering provider to be identified, that information must be submitted in the following fields:

Rendering Provider Number

Field number 61 – NPI

Field number 61 – Medicaid Provider Number

1994 ADA Dental Claim Form

Effective on and after May 23, 2007, HRSA will require all providers to submit both their NPI and Medicaid Provider Number on the 1994 ADA Dental Claim Form in the fields listed below:

Billing Provider Number

Field number 1 – NPI

Field number 38 – Medicaid Provider Number

Note: HRSA will return the 1994 ADA Dental Claim Form to the provider – and will not pay the claim – if the provider fails to include both the NPI **and** the Medicaid Provider Number on the claim.

If the claim type requires a rendering provider to be identified, that information must be submitted in the following fields:

Rendering Provider Number

Field number 38 – NPI

Field number 38 – Medicaid Provider Number

To view a draft of the ADA Dental Claim Form, go to: <http://www.ada.org>.

How do I find more information about NPI or ProviderOne?

To learn more about the NPI, go to the DSHS NPI website <http://maa.dshs.wa.gov/dshshipaa>.

To learn more about the ProviderOne project, go to the ProviderOne website at <http://mmis.dshs.wa.gov/>.

To obtain your federal NPI number, visit <https://nppes.cms.hhs.gov/NPPES/Welcome.do> or call the toll-free numbers listed below:

- 800.464.3203; and
- 800.692.2336 (TTY).

How do I conduct business electronically with HRSA?

You may conduct business electronically with HRSA by accessing the WAMedWeb at <http://wamedweb.acs-inc.com>.

How can I get HRSA's provider documents?

To obtain HRSA's provider numbered memoranda and billing instructions, go to HRSA's website at <http://maa.dshs.wa.gov> (click on the *Billing Instructions/Numbered Memoranda* or *Provider Publications/Fee Schedules* link).

To request a free paper copy from the Department of Printing:

1. **Go to:** www.prt.wa.gov (On-line orders filled daily.)
 - a) Click *General Store*.
 - b) If a **Security Alert** screen is displayed, click **OK**.
 - i. Select either *I'm New* or *Been Here*.
 - ii. If new, fill out the registration and click *Register*.
 - iii. If returning, type your email and password and then click *Login*.
 - c) At the **Store Lobby** screen, click *Shop by Agency*. Select *Department of Social and Health Services* and then select *Health and Recovery Services Administration*.
 - d) Select *Billing Instructions, Forms, Healthy Options, Numbered Memo, Publications, or Document Correction*. You will then need to select a year and then select the item by number and title.
2. **Fax/Call:** Dept. of Printing/Attn: Fulfillment at FAX 360.586.6361/ telephone 360.586.6360. (Telephoned or faxed orders may take up to 2 weeks to fill.)